



**CENTRAL VALLEY FIRE DISTRICT  
POSITION VACANCY ANNOUNCEMENT  
2024**

**Position:** Probationary Firefighter/EMT  
**Wage/Salary:** Entry Level Pay: \$5,338, monthly, paid as earned. Total annual compensation, including benefits, equals \$102,859. Upon successful completion of the probationary period, the pay increases to \$6,093, monthly, paid as earned and total annual compensation, including benefits, increases to \$113,357.

**Fair Labor Standards Act Status:** Non-Exempt

**Work Schedule:** Shift position assigned to a 7(k)-work schedule under the Fair Labor Standards Act. A fourteen (14) day period will be used as the FLSA period for members of the collective bargaining unit. Bargaining unit members' typical schedule will consist of one, forty-eight (48) hour shift at the fire station followed by ninety-six (96) hours off. It is recognized that certain bargaining unit member positions may require an alternative schedule to the 48-96.

**Date Position to be filled:** Open until filled

**Supervisor:** Deputy Chief of Operations, Battalion Chief, Captain,

**General Statement of Duties**

Provides emergency response, fire prevention, public education, and station and equipment maintenance services; participates in training activities; performs related work as required.

**Distinguishing Features of Class**

The principal function of an incumbent in this class is to provide emergency response, fire prevention, public education, and station and equipment maintenance services, and to participate in training activities. The work is performed under the supervision and direction of a Company Officer, but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an incumbent in this class establish and maintain effective working relationships with the Company Officers and other Chief Officers, all Members of the Central Valley Fire District, other emergency response providers, law enforcement-related agencies, homeowners, business and community organizations, and the public.

## **Examples of Essential Work (Illustrative Only)**

*The following is an illustration of the various types of work that may be performed by incumbents in this classification. The omission of job functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The list is topical in design and does not reflect the priority of duties.*

### **Emergency Response:**

- Responds to man-made and natural disasters, such as fires, floods, earthquakes, vehicle crashes, hazmat, collapses, or other catastrophic events and provides emergency assistance as required and appropriate to level of certification.
- Responds to EMS emergencies involving people in need of medical care, including providing medical care appropriate to the level of certification, and transports or facilitates transportation of victims to appropriate medical facility as appropriate.
- Responds to fires and implements necessary fire suppression and/or medical care techniques to protect life and property, including structures, vehicles, wildland, or industrial areas.
- Performs property conservation duties by placing salvage covers, removing water and debris, and protecting personal property.
- Responds to hazardous materials emergencies, including scene assessment, identifying the extent of damage and/or potential hazard to the community, implementing containment plans, and protecting fire personnel and civilians from exposure to the material.
- Functions within a command structure requiring adherence to supervisors' orders.
- Ensures the use of appropriate firefighting safety apparel and equipment and follows appropriate safety procedures as required.
- Works closely with other emergency medical staff, public safety, and fire personnel from other agencies, depending upon response situation.
- Maintains a situational awareness to ensure the safety of personnel and the public.

### **Vehicle Operation and Station Maintenance:**

- Operates CVFD vehicles, apparatus, related tools, and equipment as required, including cars, trucks, fire apparatus, hand tools, power tools, ladders, hoses, emergency medical equipment, self-contained breathing apparatus, hydrants, generators.
- Maintains emergency vehicles, apparatus, and equipment in a clean and operable condition to ensure operational readiness for future response calls, including performing scheduled daily, weekly, monthly, and annual checks and testing.
- Completes equipment inventories as required.
- Maintains personal protective equipment, uniform, and other issued equipment in a clean and professional manner.
- Maintains station and personal living areas in a clean and orderly manner, including maintaining grounds as required.

### **Prevention and Public Education:**

- As required, performs inspections, and preplans of homes, businesses, schools, daycare centers, and other private and public institutions to ensure compliance with International Fire Code and other applicable Codes.
- As assigned, works with local schools and other civic organizations to educate the general public on fire and life safety issues.

### **Training:**

- Performs all training activities as assigned to ensure readiness and preparation for duties of firefighter; including participation in classes and drills developed to increase and maintain skills, and continuing education classes to further professional development.

- Performs physical fitness training to maintain physical abilities necessary for firefighting.
- Attends meetings, conferences and workshops, reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.

Communications:

- Prepares reports of own activities.
- Provides needed information and demonstrations concerning how to perform certain work tasks to other members of the CVFD.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- As assigned, acts as a liaison between CVFD and local organizations, schools, and the general public to ensure effective working relationships and positive public relations.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of inter-district operations and activities.

Performs other duties consistent with the role and function of this classification.

<b>Required Knowledge, Skills, and Abilities</b>
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- Knowledge of emergency medicine, fire behavior, chemistry of fire and fire dynamics.
- Substantial knowledge of emergency response-related principles and practices, procedures, equipment, and apparatus.
- Thorough knowledge of the geography and jurisdictions of Gallatin County, including fire districts, water ways, streets, roadways, railways, hazardous materials sites, airport, hydrants, sprinkler and standpipe hookups, alarm panels, and Knox Box locations.
- Ability to quickly learn the District's Personnel Manual, policies, and procedures.
- Ability to respond to emergencies in a safe and prompt manner.
- Ability to provide proper and effective rescue operations, fire suppression, emergency medical services and other public assistance as needed.
- Ability to efficiently operate and maintain fire suppression equipment, supplies, and vehicles.
- Ability to perform effective station maintenance duties.
- Ability to perform effective fire prevention inspections.
- Ability to provide effective fire and life safety programs.
- Ability to effectively function as a team member working under the leadership of a Company or a Chief Officer.
- Ability to follow the chain of command.
- Ability to establish and maintain effective working relationships with CVFD Officers, all CVFD members, other emergency service providers, area businesses, civic and community organizations, and the general public.
- Ability to effectively function in the job immediately below present level, at present level, and occasionally at the level above present assignment.
- Ability to perform mathematical functions related to the tasks being performed.
- Ability to perform a wide range of difficult technical tasks with accuracy and speed under the pressure of time-sensitive deadlines and emergency situations.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.

- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Demonstrates integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Ability and willingness to maintain the confidentiality of sensitive information.
- Consistently performs assignments in accordance with the District's Values of Safety, Efficiency, Reliability, Value, Integrity, Creativity and Excellence.

**Minimum Qualifications**

- Must qualify as Montana Firefighter under Montana Code Annotated 7-33-4107. (See "Other Information", below) Associates Degree preferred.
- Must possess a current Montana EMT-Basic certification (or equivalent).
- Must possess a current CPR card.
- Upon employment application, must possess a current Candidate Physical Ability Test (CPAT).
- Successful written examination.

**Required Special Qualifications**

- Upon hire, must possess and maintain a valid Driver's License and must, within 60 days of employment, possess a valid Montana driver's license with no restrictions relating to violations of any laws governing drivers and drivers' licenses.
- Under Montana Law, paid firefighters hired on or after July 1, 2019, must be tobacco free on the date of hire.
- Pre-employment, reasonable suspicion, post-accident and follow-up alcohol and drug testing may be required.
- Must maintain the physical abilities necessary for emergency response and pass a baseline and annual physical conducted by the District's Health Care Provider.
- Must maintain, during entire course of employment, a current CPR card and Montana and National EMT certifications.

**Physical Requirements and Working Conditions**

The physical requirements and working conditions described below are representative of those individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:**

Personnel are required to wear protective equipment, carry appropriate tools, and wear a self-contained breathing apparatus while performing many of the emergency-related duties. Incumbents are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures. While performing emergency aid, an incumbent may lift and carry victims and move equipment. Incumbents are required to have the ability to hear a variety of warning devices and alarms, gas leaks, or calls for help. Some rescue duties require the operation of mechanical rescue equipment and the monitoring of proper safety techniques in the use of such equipment. The tools used require precise arm-hand positioning and movements, such as when using emergency medical and rescue equipment. The operation of firefighting equipment often requires the coordinated movement of more than one limb simultaneously. Emergency situations may require incumbents to work in small, cramped spaces, areas where vision is limited, and/or at heights including roof tops or on ladders. Must be able to

distinguish among colors, including the color of smoke and flame, in order to determine type or source of the fire or to identify other potentially dangerous situations.

**Working Conditions:**

Work is performed primarily in a variety of buildings, vehicle, and outdoor settings in all weather conditions, including extreme temperatures, during day and night shifts, and often in emergency and stressful situations. Incumbents frequently may be exposed to loud sirens and alarms, flashing lights, and hazards associated with firefighting and emergency medical care activities, including infectious substances, smoke, noxious gases and odors, explosive materials, fumes, and chemicals. Personnel occasionally may work near moving mechanical parts and in high or precarious places and may be exposed to extreme heat, fire, cold, wet and/or humid conditions, risk of electrical shock, and vibration. Assigned duties may require moving over steep or uneven terrain and through confined or dark spaces. The noise level in the work environment is usually moderate, except during certain firefighting or emergency medical activities when noise levels may be extremely loud.

Required to work 12 (volunteer) or 24 to 48-hour shifts, overtime, weekends, and holidays; work at any CVFD station on short notice; perform routine and repetitive work; and attend meetings and classes both on and off duty.

**Application Process**

**Required Materials:** See instructions on application cover sheet. Application forms and instructions can be accessed on the CVFD website at [www.centralvalleyfire.com](http://www.centralvalleyfire.com) or by emailing [administrator@centralvalleyfire.com](mailto:administrator@centralvalleyfire.com).

**Deadline: August 2nd, 2024, at 5:00 p.m.**

*In order to be considered, applicants must submit all the requested application materials according to the application instructions.*

**Selection Guidelines**

**Selection Process:**

CVFD may include the following or more factors in determining whether an applicant meets the qualifications of the position: review of application materials and minimum requirements, testing, structured interviews, reference checks, work experience, job related current and past performance.

**Post Conditional Employment Offer Process:**

As appropriate for the position, offers for employment are conditional upon satisfactory completion of:

- A thorough background check.
- A credit check.
- Pre-Employment drug testing.
- A physical and psychological examination by a medical professional appointed by CVFD to determine if the applicant is free from any mental or physical condition that might adversely affect the applicant’s performance of the duties of a firefighter, and that verifies the applicant is tobacco free; and
- Fingerprinting and a search of the local, state, and national fingerprint files to disclose any criminal record.

## Other Information

### Firefighter Qualifications Under Montana Code Annotated 7-33-4107:

- (1) must be a citizen or lawful permanent resident of the United States;
- (2) must be at least 18 years of age;
- (3) must be a high school graduate or have been issued a high school equivalency diploma by the superintendent of public instruction or by an appropriate issuing agency of another state or of the federal government;
- (4) must possess or be eligible for a valid Montana driver's license;
- (5) shall pass a physical examination by a qualified physician, physician assistant, or advanced practice registered nurse, who is not the applicant's personal physician, physician assistant, or advanced practice registered nurse, appointed by the employing authority to determine if the applicant is free from any mental or physical condition that might adversely affect the applicant's performance of the duties of a firefighter;
- (6) must be fingerprinted and a search must be made of the local, state, and national fingerprint files to disclose any criminal record; and
- (7) may not have been convicted of a crime for which the applicant could have been imprisoned in a federal or state penitentiary.

Non-Discrimination Policy: The Central Valley Fire Department does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, genetic information, political ideas, veteran/military status, or physical or mental disability in employment or in the provision of services. This policy does not preclude discrimination based on bona fide occupational qualifications or other recognized exceptions under the law.

Residency Requirement: CVFD members must reside within the Central Valley Fire District or within a sixty-five (65) minute response time to a District fire station upon approval from the Fire Chief. The Fire Chief has the authority to verify members' compliance with this policy or grant exceptions for legitimate circumstances.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documentation that he or she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States Passport, Certificate of Naturalization, a Permanent Resident Card, an Alien Registration Receipt Card (Green Card) or a Resident Alien Card.

Reasonable Accommodations: The CVFD makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the CVFD to consider any such accommodation, the applicant must make known any needed accommodation.

CVFD reserves the right to not fill the position if in its opinion an appropriately qualified candidate does not emerge in the selection process.